myVTax Guide for Listers: Initial Signup and Login

Step 1

To set up a lister username and password, contact the IT Helpdesk at (802) 828-0428. Once you have your username and password, go to www.myVTax.vermont.gov.

Step 2

Click **Login** to get to **Send a security token**. The security token will be sent to your email address on file.





Step 3

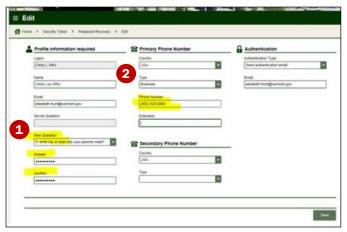
Enter your security token. Click **Yes** to **Trust this Browser**, then click **Logon**.



Step 4

You will be prompted to enter a new password. Enter it twice to confirm. Click **Submit** to go to the Profile Page (*step 5*).

Password Rules
Your password must contain at least eight characters and Contain both lower and upper case letters. Contain at least one number. Contain at least one pocial character. Your passwords cannot be your username.
Note: Passwords cannot be reused



Step 5

The Profile page requires you to pick a secret question.

- 1 Click on the dropdown menu. Pick a question and answer it twice.
- 2 Under **Type**, choose **Business** and enter a phone number below. Then click **Save** to complete the signup process.



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